

# City of Redmond, Washington

Purchasing Division, M/S: CAFIN

15965 NE 85<sup>th</sup> Street

PO Box 97010

Redmond, WA 98073-9710

## Formal Request For Proposal

*The City is interested in receiving quotations from qualified bulk mail service providers for services to include, but not be limited to, pick-up and delivery, presorting, labeling, franking and mailing.*

**IFB-10063-05/NED**

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The City of Redmond, Washington requests interested parties to submit sealed bids/proposals for the above referenced Formal Request For Proposal.

**Scope of Work:** The City of Redmond seeks bids from contractors to provide bulk mail services on various City mailings. The City mails two major publications each year and may have additional smaller, but no less important, mailings throughout the term of the contract.

The first major mailing is the “*Focus on Redmond*” magazine. Mailed four times per year, it is a 10-1/2” x 8-1/4” magazine, approximately 40 to 48 pages (4 ounces), sorted and delivered to the Post Office for mailing to postal code customers. Mailings are spring, summer, fall, winter and consist of approximately 26,000 copies per mailing. Pick up from the City’s printer is required (currently located on Spokane Street in Seattle).

The second major mailing is the “*Redmond Recreation Guide*” which is mailed three times per year. The Fall and Winter issues are approximately 44 pages in length and are mailed to a customer list. The City provides the mailing list on disc, requests the list be edited for duplicates, labels printed and placed on the catalogs, and sorted and delivered to the Post Office. Mailings are approximately 14,000 copies each issue. The Spring/Summer issue is approximately 60 pages in length, requires a carrier route sort for Zip Codes 98052 and 98053, as well as a target mailing list. Mailing is approximately 9,000 pieces for this issue. Pick up from the City’s printer is required (currently located on Spokane Street in Seattle).

Selection criteria may include, but not necessarily be limited to, the following:

- Proven ability to provide timely, accurate, quality sorting, label printing and mailing services for City publications;
- Cost competitiveness of services;
- Willingness to work with City personnel to schedule services as needed;
- References;
- Experience with the City of Redmond

**Term:** The initial term of any resulting contract shall be for a period of one year commencing January 1, 2006 through December 31, 2006, and shall include a renewal option of two additional

one-year periods, with the consent and approval of the City of Redmond and the successful bidder.

**Quotation Requirements & Response Format:** All interested parties are requested to furnish the following information, which shall constitute a full and complete response to this Request For Proposal. (You may provide additional pricing information, but a minimum acceptable response must include the following information):

- Provide a quote for the following mailings (based on the information provided herein):

Mailing services for *Focus on Redmond Magazine*: \$\_\_\_\_\_ per mailing  
(list those services being performed as part of this quote)

Mailing services for *Redmond Recreation Guide*: \$\_\_\_\_\_ Fall mailing  
(list those services being performed as part of \$\_\_\_\_\_ Winter mailing  
this quote) \$\_\_\_\_\_ Spring/Summer  
mailing

- Provide a quote for the following additional services:

Folding: 8.5 x 11 in to #10 \$\_\_\_\_\_  
11 x 17 to 8.5 x 11 \$\_\_\_\_\_  
11 x 17 to #10 \$\_\_\_\_\_  
Please indicate any min/max or  
set-up fees: \$\_\_\_\_\_

Inserting: By hand \$\_\_\_\_\_ per hour  
By machine (please price per 1000) \$\_\_\_\_\_ 1 piece  
“ \$\_\_\_\_\_ 2 pieces  
“ \$\_\_\_\_\_ 3 pieces  
“ \$\_\_\_\_\_ 4 pieces  
Please indicate any min/max or  
set-up fees: \$\_\_\_\_\_

Other: Apply Chesire Label \$\_\_\_\_\_ per piece  
Pressure Sensitive Label \$\_\_\_\_\_ per piece  
Sort Bulk \$\_\_\_\_\_ min/max  
per 1000  
Minimum Bulk Mailing \_\_\_\_\_  
Meter Postage \$\_\_\_\_\_  
Clerical Hand Work \$\_\_\_\_\_ per hour

- Provide a current equipment list.
- Provide any delivery, set-up charges, if applicable.
- A completed Supplier Registration Form (Attachment A)
- A list of references (minimum of three) where services similar to those identified herein have been successfully provided. The references must include the name of the organization, contact and telephone number.

**Selection & Award:** This contract shall be awarded to the supplier/contractor who provides the lowest responsible bid. Upon selection of supplier/contractor, the city will issue a purchase order to procure the services as specified in the City's scope of work. The City's purchase order terms and conditions shall govern the purchase and are included as Attachment B of this Request For Proposal. The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal invitation have no appeal rights or procedures guaranteed to them.

**Due Date/Time:** **01:00 PM (local time) on Friday, October 14, 2005.** The City of Redmond – Purchasing Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, MS: CAFIN, 15965 NE 85<sup>th</sup> Street, PO Box 97010, Redmond, WA 98073-9710, FAX (425) 556-2185.

**Cooperative Purchase:** The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Supplier/Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Supplier/Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept any responsibility for purchase orders issued by other public agencies.

**Questions/Inquiries:** Please direct any questions pertaining to this invitation to the city agent listed below. No other city official or employee is empowered to speak for the city with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

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Purchasing Agent  
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